

Data Management Planning Tool User Guide

Overview of the DMP Tool

To assist researchers' compliance with QUT policy (**D/2.8 Management of research data**) and national codes of conduct and guidance ([Australian Code for the Responsible Conduct of Research](#), [Singapore Statement on Research Integrity](#)), QUT's online Data Management Planning (DMP) Tool helps staff and students create and maintain data management plans for QUT research projects.

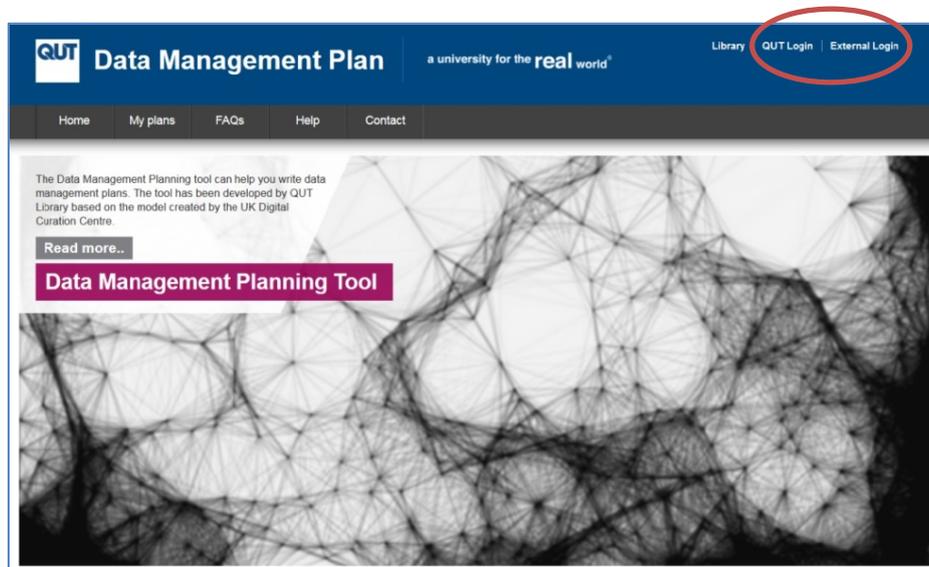
Many research funders and publishers are committed to data resource provision and encourage researchers to share data. The Data Management Planning Tool can be used to create metadata for data discovery and sharing in QUT's metadata repository, [Research Data Finder](#).

A data management plan is a live document and is designed to be reviewed at least annually throughout the course of the research project.

Some fields in the Data Management Planning Tool relate to the active stage of the project and some refer to after the project is completed e.g. curation.

Plans can be shared at any point during the research lifecycle with other researchers within QUT and externally.

Logging in



For more information, contact the **Research Support Team**
+61 7 3138 0618 | library.research@qut.edu.au

At the top right of the home page there are two login options; QUT or External. QUT login is for all QUT staff and students with a QUT email address. External is for non QUT staff or students that you may wish to share the plan with later.

Select **QUT login** and sign in using your staff or student credentials.

Creating a plan

After logging in, the **My Plans** page will appear. You will have access to plans you have created or have been given access to from here.

To create a new plan, select **Create plan** in the black bar. Confirm you wish to start a plan by selecting **Yes, create plan** or otherwise, **Cancel**.

A blank generic QUT Data Management Plan template will be created.

Alternatively you can **Copy** an existing plan by selecting Copy in the "Select an action" column of the chosen plan.

The table below lists the plans that you have created, and any that have been shared with you by others. These can be edited, shared, exported at any time. If you are the owner of the plan, you may also delete it at any time.

[Data Management Plan User Guide](#)

Name	Owner	Shared?	Last edited	Template Owner	Principal Investigator / Researcher	Select an action
LANDMark Project DMP	Nicola Pritchard	Yes (with 5 people)	20-05-2015	QUT	Nicola Pritchard	Edit Share Export Copy Delete
Philippa's plan	Me	No	04-12-2014	QUT	Philippa Broadley	Edit Share Export Copy Delete
Demonstration Plan	Stephanie Bradbury	Yes (with 29 people)	14-10-2015	QUT	Stephanie Bradbury	Edit Share Export Copy Delete

Once your plan is created, you will be taken to the plan overview page.

In the **Plan name** text box, enter the name of your new plan.

Select **Update** to save this plan under the new name.



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My plans > Plan

My plan (QUT Data Management Plan)

Plan overview Edit plan Share Export

Please fill in the basic project details below and click 'Update' to save

Plan name Update Cancel

Institution Queensland University of Technology Edit plan Edit plan overview

All QUT staff and students are required to have a data management plan for each project.

Sections	Fields
1 Project Information	<ul style="list-style-type: none"> - 1.1 Research project name * - 1.2 Version - 1.3 Principal investigator / researcher * - 1.4 ORCID - 1.5 Research team members * - 1.6 QUT affiliations * - 1.7 Other affiliations - 1.8 Project contact regarding data management * - 1.9 Description of the project * - 1.10 Funding bodies, grant and other reference IDs - 1.11 Research areas * - 1.12 Research ethics clearances

Answering the questions

Select **Edit plan** to show the plan's seven sections and begin adding information.

Select a section title to open it (selecting the '+' symbol expands the question).

QUT Data Management Plan a university for the real world Library | Nicola

Home My plans About Help

My plans > Plan > Edit

Confocal microscopy of the conjunctiva 1140 questions answered

Plan details QUT Data Management Plan Share Export

- 1. Project Information (11 questions, 11 answered) +
- 2. Data Collection (8 questions, 0 answered) +
- 3. Ethics, Policy and Legal Compliance (5 questions, 0 answered) +
- 4. Data Protection (4 questions, 0 answered) +
- 5. Preservation (4 questions, 0 answered) +
- 6. Data Sharing and Reuse (6 questions, 0 answered) +
- 7. Responsibilities (2 questions, 0 answered) +

Export

Click the '+' symbol to view the QUT Guidance for each question.

2. Data Collection (8 questions, 0 answered) +

3. Ethics, Policy and Legal Compliance (5 questions, 0 answered) +

4. Data Protection (4 questions, 0 answered) -

This section deals with short- and longer-term storage and data management, storage media, and responsibilities around storage, backing up and data privacy and confidentiality.

4.1 Data storage

QUT Guidance +

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To help ensure consistency, integrity and discoverability, there are nine required fields in the plan. They are:

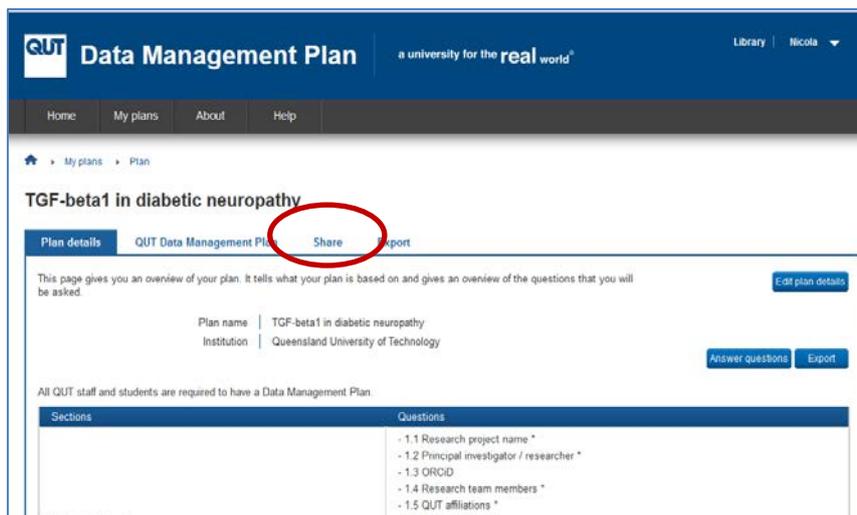
Project Information	Research project name *
	Chief Investigator / researcher *
	Research team members *
	QUT affiliations *
	Project contact regarding data management*
	Description of the project *
Data Collection	Start date of data collection *
	End date of data collection *
	Next DMP review date *

Sharing a Data Management Plan (DMP)

Sharing a plan allows other people to have access to your plan.

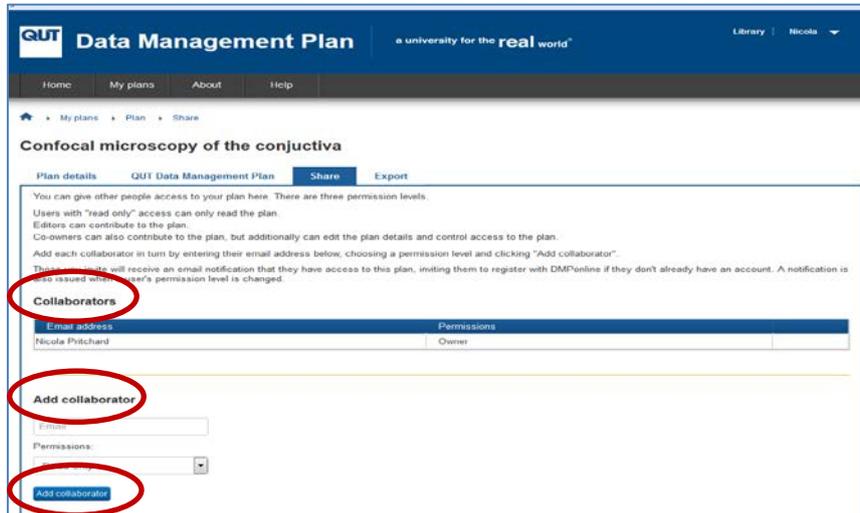
The permission levels can be:

- **Read only**
- **Edit** (where editors can contribute to the plan)
- **Co-owner** (co-owners can contribute to the plan, edit the plan details and control access to the plan)



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Add each collaborator in turn by entering their email address in the box below, choosing a permission level and clicking **Add collaborator**.

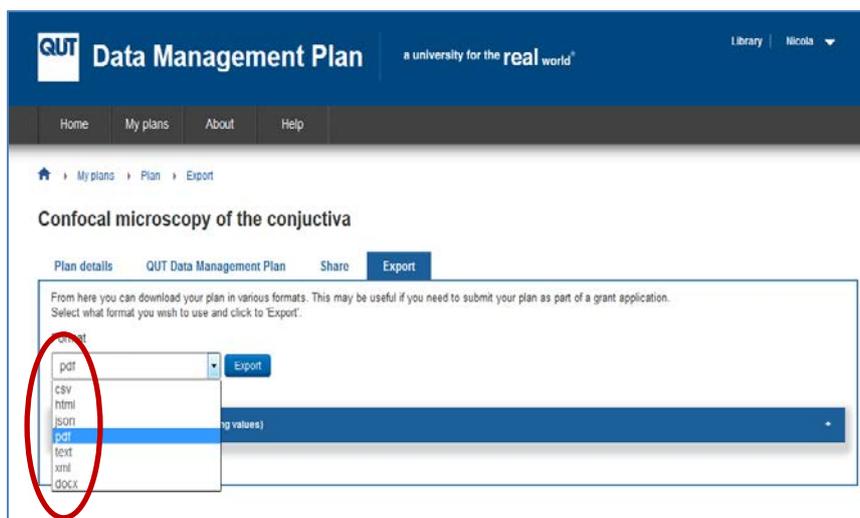


Those you invite will receive an email notification that they have access to this particular plan, and inviting them to register with QUT's Online DMP Tool if they do not already have an account. A notification is also issued when a user's permission level is changed.

Exporting a Data Management Plan (DMP)

You can download your plan in various formats. This may be useful if you need to submit your plan as part of a grant application. Export options include pdf, docx, csv, text, html xml, json.

Select the format you wish to use and click to **Export** (PDF format is recommended).



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Tip: Each time you update your plan you should export and file the new version (i.e. assigning a unique version number) and ensure all research team members remain abreast of changes to the DMP.

Copying a Data Management Plan (DMP)

You can copy an existing data management plan from the list of your existing plans, including those that you own or co-own, instead of creating a new plan.

My plans

The table below lists the plans that you have created, and any that have been shared with you by others. These can be edited, shared, exported at any time. If you are the owner of the plan, you may also delete it at any time.

[Data Management Plan User Guide](#)

Filter plans Filter

Name	Owner	Shared?	Last edited	Select an action
Squirrel Press test Plan	Me	No	20-02-2015	Edit Share Export Copy Delete
Demo Plan - Opera	Stephanie Bradbury	Yes (with 20 people)	07-05-2015	Edit Share Export Copy Delete
LANDMark Project DMP	Nicola Pritchard	Yes (with 5 people)	20-05-2015	View Export
Demo plan LL 2015	Me	No	23-04-2015	Edit Share Export Copy Delete
My plan (QUT Data Management Plan)	Me	No	08-05-2015	Edit Share Export Copy Delete
DMP training plan 54	Me	No	14-05-2015	Edit Share Export Copy Delete
Test plan 8	Me	No	15-05-2015	Edit Share Export Copy Delete

[Create plan](#)

Select **Copy** from the list of options, then enter the relevant information in the overview section and click **Update**.

Deleting a Data Management Plan (DMP)

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Filter plans Filter

Name	Owner	Shared?	Last edited	Select an action
Confocal microscopy of the conjunctiva	Me	No	20-10-2014	Edit Share Export Delete
Retinal markers of diabetic neuropathy	Me	No	20-10-2014	Edit Share Export Delete
LANDMark Project DMP	Me	Yes (with 1 people)	13-10-2014	Edit Share Export Delete
Heart rate variability in type 2 diabetes	Me	No	20-10-2014	Edit Share Export Delete
TGF-beta1 in diabetic neuropathy	Me	No	20-10-2014	Edit Share Export Delete
Development of a corneal nerve grading scale	Me	Yes (with 1 people)	20-10-2014	Edit Share Export Delete
Between-eye symmetry in corneal nerve fibre morphology	Me	Yes (with 2 people)	20-10-2014	Edit Share Export Delete

[Create plan](#)

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Deleting a plan permanently removes it from the list of **My plans**. Those you have invited to read, read-write or co-own it will not be able to access the deleted plan.

Reviewing a Data Management Plan (DMP) and creating a draft entry in Research Data Finder (RDF)

On the anniversary of the creation of the plan the owner/creator will receive an email requesting review of that plan (annual review of each DMP is required).

Getting help

For any questions about the functionality of the DMP Tool, email dmp@qut.edu.au.

For research data management support speak with your supervisor, Research Data Librarian or log a request with [HEAT](#) to have a Research Support Specialist assist you.

QUT's Online Data Management Planning Tool is an initiative of the QUT Library.

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